

## Terms of Reference

### PACIFIC TECHNICAL ASSISTANCE MECHANISM 2 (PACTAM2)

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| Adviser Title   | Planning and Aid Adviser (Planning and Aid Division)   |
| PACTAM2 Partner Organisation  | Planning and Aid Division, Ministry of Finance, Government of Nauru  |
| Duration  | 12 months  |
| Location  | Nauru  |
| Adviser Type (LTA or STA)   | LTA  |
| Adviser Remuneration Framework (ARF) level  | D3   |
| Aid Investment Plan or Partner Government's national/sectoral priority  | This assignment is aligned with the Government of Australia's Aid Investment Plan with the Government of Nauru (GoN), specifically, strategic priority 1: Promoting more effective public sector management. |
| Primary capacity development role<br>(check appropriate box, with reference to below)   | <input type="checkbox"/> In line<br><input checked="" type="checkbox"/> Supplement capacity<br><input type="checkbox"/> Facilitate capacity  |
| <p><b>Capacity Development Emphasis:</b> Minor / Indirect - the Adviser will be substituting for an existing or proposed <b>in-line</b> position, with minimal expectation of direct capacity building activities.</p> <p>Moderate – the Adviser will be directly supporting in-line staff member/s or team as well as helping the individual/s to increase their own job skills, knowledge and awareness - there is an expectation of <b>supplementing</b> capacity</p> <p>Major – the Adviser's primary purpose is to work with staff/teams in a training, mentoring, and/or <b>facilitating</b> way – there is significant expectation of implementing capacity building activities.</p> |  |

## Purpose

The Planning and Aid Advisor is a key Government of Nauru (GoN) position that has significant responsibility for providing strategic advice and assistance to the GoN in relation to the Sustainable Development Goals (SDGs), National Sustainable Development Strategy (NSDS) and the management of Development Fund Programs and Projections, as well as oversight of major projects.

This assignment is an Advisor to the incumbent Planning and Aid Division Deputy Secretary and will provide operational support and capacity development to the Deputy Secretary to support achievement of the division's objectives with a view to continuous improvement in performance. The objective is to develop capacity that enables the successful execution of donor sponsored projects, including project management, financial management, record keeping, performance monitoring and reporting.

## Background

The Republic of Nauru is the world's smallest Republic; located north of the Solomon Islands and only some 50 km south of the equator. For many years Nauru had enjoyed some of the highest living standards in the world supported by the revenue from phosphate mining. In the late 1990s and early 2000s, the country suffered a severe economic decline. Since late 2012 the economy has improved due to the operation of the Australian Regional Processing Centre for asylum seekers and refugees on the island. Fishing licence revenues are the major source of income after the regional processing centre.

Maintaining economic stability is an ongoing concern, however, with development assistance from several donors including Australia, progress is being made and the standard of living for Nauruan's is improving. Nauru continues to face significant development challenges, with limited revenue options and significant capacity constraints in both the public and private sectors.

The Nauru Planning and Aid Division, situated within the Nauru Ministry of Finance, oversees the development, implementation and monitoring of the National Sustainable Development Strategy (NSDS), Sustainable Development Goals (SDG) and other regional reporting obligations including the Samoa Pathway. The Division also oversees and manages Development Fund programs and projections, as well as the implementation of major projects. In 2019, the NSDS was reviewed to revalidate community priorities and to map these priorities to the SDGs. Sectorial plans and an expenditure framework remain to be updated.

The prescribed integrated approach to SDG implementation and monitoring at global, regional and national levels recommends the need for Development Financing/Cooperation Policies, National Statistics Development Strategies, National Trade Frameworks/Policies and National ICT Policies. The Planning and Aid Division will need to coordinate with the other responsible agencies regarding progress with the other implementation work streams for the SDGs.

A key focus for the Division will be improving the reporting on Development funds, particularly processing, reconciliation and forward planning of development expenditures. The Division works closely with the Treasury Division to process donor project expenditures through the centralised financial management information system (TechnologyONE), consistent with the internal control framework. A new grants module is being rolled out to support improved management of donor projects to reduce risks to timely and accurate disbursement of funds, and improve reporting.

PACTAM2 is an Australian Government initiative funded through its official aid agency, the Department of Foreign Affairs and Trade (DFAT), and managed by Scope Global. It places highly skilled Technical Advisers in Partner Government organisations across 8 Pacific Island countries. This assignment is aligned to promoting more effective public sector management.

| Placement objectives   | Core functions   |
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| 1. Support and advise the Deputy Secretary (PAD) on leading the Planning & Aid Division  | <ul style="list-style-type: none"> <li>• Assist in the production and provision of annual Development Fund Projections &amp; Development Fund Report to GoN/Parliament.</li> <li>• Guide the production of GoN/Parliament Development Fund quarterly reports.</li> <li>• Aid in developing and managing strategic plans and processes (Annual Operating Plans/Annual Procurement Plans).</li> <li>• Improve strategic planning processes, standardise and simplify the process for developing Annual Operating Plans, and develop GoN capacity to use Annual Operating Plans to better link annual budgets to strategic plans.</li> <li>• Help in establishing organisational systems and processes for monitoring and reporting (donor matrix system).</li> </ul> |
| 2. Assist and provide advice on monitoring and performance of NSDS implementation  | <ul style="list-style-type: none"> <li>• Provide assistance to ensure the NSDS is operationalised in Annual Operating Plans and Budget processes.</li> <li>• Ensure that NSDS initiatives are implemented together with other SDG work streams such as Development Financing/Cooperation Policies, National Statistics Development Strategies, National Trade Frameworks/Policies and National ICT Policies.</li> <li>• Assist in monitoring and managing performance against agreed plans.</li> </ul>   |
| 3. Review and report on the implementation of the National Integrated Infrastructure Investment Strategic Plan (NIISP) initiatives | <ul style="list-style-type: none"> <li>• Build the capacity of PAD to ensure objectives of the NIISP are progressed through supporting the Pacific Region Infrastructure Facility (PRIF) approved technical assistance (TA) to develop and implement the NIAMF tools.</li> <li>• Ensure that the NIISP priority list is updated annually and the NIISP priority list is utilised for infrastructure donor requests and GON funding allocation</li> </ul>   |
| 4. Ensuring Public Financial Management systems are strengthened   | <ul style="list-style-type: none"> <li>• Ensure that division staff are trained on the use and management of the Financial Management Information System (FMIS).</li> <li>• Assist the Treasury Division to ensure FMIS is fully operationalised within PAD, including the successful roll-out of the grants module and data migration.</li> <li>• Support addressing audit recommendations and continuous improvement in divisional policies, procedures and practices, including record keeping and reporting.</li> <li>• Ensure DFAT funded budget programs/projects comply with DFA eligibility requirements.</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>Support PAD with its responsibility to verify the correct coding, recording and utilisation of DFAT funds, including certification of completion of works and of payment vouchers.</li> </ul>  |
| 5. Improved Aid management<br>Managing effective Aid Management activities and optimising opportunities presented to GoN by donor partners and agencies | <ul style="list-style-type: none"> <li>Provide guidance on introducing performance-based management, evaluation and quality control.</li> <li>Aid in developing a strong culture of managing for results with aligned incentives in ways that promote local structures of accountability.</li> <li>Assist in implementing reforms to deliver more aid effectiveness.</li> <li>Build capability in project management and identification and management of project risks, including the adoption of best practice project management methodologies.</li> </ul>   |
| 6. Build capacity of local counterparts   | <ul style="list-style-type: none"> <li>Manage and develop skills and knowledge among Nauruan counterparts so they can progressively assume responsibility for senior positions.</li> <li>Share and transfer technical knowledge to ensure future human resources sustainability for local staff.</li> </ul>   |
| 7. Assist the Deputy Secretary in coordinating and building relationships with donors, implementing departments and State Owned Enterprises             | <ul style="list-style-type: none"> <li>Ensure that development aid provided by overseas partners is managed and coordinated effectively, including full, efficient, effective and accountable expenditure of aid funds through the implementation of development projects.</li> <li>Establish monitoring of project outcomes and compliance with donor reporting requirements including acquittals.</li> <li>Help in identifying potential sources of funding and where possible secure.</li> <li>Facilitate regular donor roundtables to support coordination and sharing of information within government and with donors.</li> </ul> |
| 8. Provide advice and guidance on cross-cutting issues  | <ul style="list-style-type: none"> <li>Ensure inclusive practices that enhance access for women, people with disabilities and other marginalised populations are incorporated in the operations of the Planning and Aid Division, as well as the broader aid program.</li> </ul>  |

### Accountability and working relationships

The position reports to the Deputy Secretary Planning and Aid Division, Ministry of Finance, Government of Nauru.

DCR55417 V3 2016-12-12

## Key selection criteria

*All PACTAM2 Advisers are expected to*

- Demonstrate effective interpersonal skills and the ability to work and communicate effectively and respectfully across cultures
- Foster empowerment and sustainability
- Adhere to Scope Global and DFAT policies

### **Essential**

#### **Qualifications**

- Master's degree level or equivalent qualification in Aid and Development, Finance, Economics, Business, Planning or related discipline.

#### **Skills, experience, knowledge**

- Experience in public financial management and economic planning
- Experience in the aid and development sector with a minimum of 10 years in this field.
- Previous experience living and working in a developing country (particularly in the Pacific or small island states)
- Experience in Public Sector finance reform initiatives, processes, implementation and evaluation including an understanding of public policy and appropriate public sector interventions.
- An understanding of micro and macro-economic issues, models and methodologies including an ability to apply these to develop or assess proposals relating to the development of a small island nation developing economy.
- Experience in capacity building at senior levels and local counterparts and teams.
- Ability to develop, communicate and implement strategies and programs to achieve national development goals.
- Well-developed managerial skills including the ability to aid in planning and managing staff and processes to achieve organisational objectives.
- Ability to develop and maintain successful working relationships with Ministers, staff, international donor organisations and other stakeholders, in a cross cultural environment.
- Able to promote greater coherence between those responsible for different aspects of multilateral aid.
- Experience and exposure at international donor organisations and their reporting systems, for example; International Monetary Fund, ADB etc.
- Experience in project and financial management, preferably in developing country context.

#### **Personal attributes**

- High levels of emotional intelligence and cultural sensitivity
- Flexibility, adaptability and problem solving skills
- Resourcefulness, resilience and ability to effectively manage stress
- Realistic expectations and openness to learning

### **Special conditions**

Scope Global recruitment practices operate under equal employment opportunity principles and laws. We encourage all appropriately qualified and experienced people to apply regardless of their sex, age, race, ethnicity, physical ability or beliefs.

We require all Advisers to:

- (a) comply with the terms and conditions of the PACTAM2 Adviser Service Agreement including completing a police check, undergoing a medical examination, and attending a pre-departure briefing.
- (b) comply with DFAT safeguard policies and any other policies specific to their placement.

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| <b>Date Terms of Reference Finalised</b> | <b>September 2020</b> |
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